** SPECTRA TEMPS OF Rhode Island, Inc. TRACEY & ASSOCIATES (401) 521- 4400

GENERAL SERVICE ADMINISTRATION FEDERAL ACQUISITION SERVICE AUTHROIZED FEDERAL SUPPLY SCHEDULE CATALOG/PRICE LIST

Part-I TERMS AND CONDITIONS

SCHEDULE TITLE: 736 - Temporary Administrative and Professional

Staffing Services

CONTRACT NO. GS-02F-058CA

CONTRACT PERIOD:

CONTRACTOR: Spectra Temps of RI, Inc.

260 West Exchange Street

Suite 104

Providence, RI 02903

401-521-4400 401-521-3992

<u>kerry@spectratracey.com</u> www.spectratracey.com

CONTRACTOR'S ADMINISTRATION SOURCE: Spectra Temps of RI, Inc.

BUSINESS SIZE: Woman Owned, Small Business



TRACEY & ASSOCIATES

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TRACEY & ASSOCIATES

ABOUT US:

SPECTRA TEMPS OF RHODE ISLAND, INC. is a woman-owned small business incorporated in 1993. Kerry Tracey has a Bachelor's Degree and 20 years of multi-disciplinary recruiting experience. Spectra Temps of Rhode Island, Inc. has served all of Rhode Island, Massachusetts, and nearby Connecticut, but we are not fully equipped to provide stalling to new clients throughout the United States. We are a member in good standing with the Better Business Bureau.

Our company slogan is "Providing the best to the best since 1993." Our corporate values are: A strong, consistent work ethic, a commitment to supporting all levels of workers in their quest of higher quality employment, a passion for counseling applicants to enable them to attain their career goals, a respect for our client companies, a strict adherence to employment laws, the ability to be very responsive to our clients' staffing requests and cognizant of their unique hiring parameters and corporate culture.

TERMS AND CONDITIONS:

1a.	Authorized Special Item Numbers (SIN's)					
	SIN 736-1 Administrative Support and Clerical Occupations SIN 736-2 Automatic Data Processing Occupations SIN 736-5 Technical and Professional Occupations					
1b.	LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN: N/A					
2.	Maximum or	der:		\$100.000.00		
3.	Minimum order:		\$500.00			
4.	Geographic coverage (delivery area)		48 States			
5.	Point(s) of production (city, county, and state of foreign country); N/A					
6.	Discount from list prices or statement of net price: N/A					
7.	Quantity disc	ounts:		N/A		
8.	Prompt paym	ent terms:		Net 30		
9a.	Government Purchase Cards are accepted at or below the micro-purchase threshold.					
9b. thresi	b. Government Purchase Cards are accepted above the micro-purchase hreshold.					
10.	Foreign items (list items of country of origin). None					
11.	Time of delive	ery.	As Negotiate	d in Delivery	Order	
12.	F.O.B. point(s	s).	N/A			
13.	Ordering add	lress:	•	esident mps of RI, Inc xchange Stre	:. et, Suite 104	

kerry@spectratracey.com

14. Payment address: Same as contractor address.

15. Warranty provision. Commercial

- 16. Export packing charges N/A
- 17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level) N/A
- 18. Terms and conditions of rental, maintenance, and repair N/A
- 19. Terms and conditions of installation N/A
- 20. Terms and conditions if repair parts indicating date of parts price lists and any discounts from list of prices N/A
- 21. List of service and distribution points N/A
- 22. List of participating dealers N/A
- 23. Preventive maintenance N/.A
- 24a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENT ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants): N/A
- 24b. Section 508 Compliance for EIT: N/A
- 25. Data Universal Numbering System (DUNS) Number: 808110019
- 26. Central Contractor Registration (CAGE Code): 708D3
- 27. <u>DESCRIPTION OF SERVICES AND PRICING:</u>

Spectra Temps of Rhode Island , Inc. is a well established provider of Temporary and Permanent Recruiting and Staffing Services , based in Rhode Island . We specialize in providing our client companies a full array of Administrative Support staff as well as IT Data Processing and Technical / Professional level personnel to support our clients' ever changing short and long term staffing requirements.

We are pleased to present our Temporary Personnel Service Labor Categories and GSA approved Labor Hourly rates on the following pages.

SIN: 736-1 ADMINISTRATIVE SUPPORT AND CLERICAL OCCUPATIONS

SECRETARY V (LEGAL)

Legal secretaries have a combination of basic legal knowledge and secretarial skills. They need to be familiar with court filing rules, legal documents, legal terminology, and law office procedures in order to prepare documents, do research, schedule witnesses, and keyboard legal correspondence. Reads legal publications, regulations, etc.. Specific knowledge of litigation, corporate matters, and any other legal processes is strongly preferred.

3 years of experience plus Legal Secretary Certificate or Associate's Degree

CALL CENTER/CUSTOMER SERVICE REPRESENTATIVE

This candidate's duties include answering in and outbound telephone call inquiries and promoting an organization's products and services. Candidates are responsible for researching and resolving complaints to ensure customer retention and satisfaction. Must have knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform job functions. Typically reports to a manager, prepares orders for delivery and invoicing. Verifies credit, prepares orders, assist in closing and if necessary, expedite shipping.

Requires a minimum of a high school diploma or its equivalent and 0-2 years of experience in the field or in a related area.

ADMINISTRATIVE ASSISTANT I

He/she will support program/project management by performing such secretarial/administrative services as: scheduling meetings; maintaining files; preparing travel orders and vouchers; reserving conference rooms; receiving callers; assisting with graphics preparation and presentations; photocopying; completing reports; and other general office duties as assigned. He/she must be able to work independently and complete all duties assigned. Administrative Assistants must be proficient in the MS Office Suite and be quick learners on varied computer software.

High School Diploma or Equivalent plus 1 year of related experience.

ACCOUNTING CLERK III

The Accounting Clerk III maintains journals or subsidiary ledgers of an accounting system and balances and reconciles accounts. Typical duties include one or both of the following Reviewing invoices and statements verifying information, ensuring sufficient funds have been obligated, and if questionable, resolving with the submitting unit determining accounts involved. The review will include coding transactions, and processing material through data processing for application in the accounting system

0 – 6 months experience plus High School diploma or GED.

DATA ENTRY CLERK

This position operates keyboard-controlled data entry devices such as a computer, key-operated magnetic tape, or disc encoder to transcribe data into a format suitable for computer processing. Job task requires skill in operating an alphanumeric keyboard, and an understanding of transcribing procedures and relevant data entry equipment.

0-6 years of experience plus High School or GED

ADMINISTRATIVE CLERK

In addition to secretarial duties (filing, taking phone calls, scheduling appointments, making travel arrangements), this position will provide administrative support to executive staff. The Administrative Assistant may be required to work independently on projects requiring research and preparation of briefing charts and other presentation materials.

2 year of experience plus High School Diploma or GED

ACCOUNTING CLERK IV

Performs routine accounting activities such as maintenance of the general ledger, preparation of various accounting statements and financial reports and accounts payable or receivable functions. Familiar with a variety of the field's concepts, practices, and procedures. Typically reports to a supervisor or manager.

5 years of related experience plus high school diploma or its equivalent

KEY ENTRY OPERATOR

Extreme attention to detail and speed is required. Alpha Numeric data entry skills needed. This position works under close supervision and follows specific procedures or detailed instructions. The Data Entry Operator works from various standardized source documents that have been coded and require little or no selecting, coding or interpreting of data.

0-6 months experience plus High School degree or equivalent.

PRODUCTION CONTROL CLERK

This position compiles and records production data for industrial establishments to compare records and reports on volume of production, consumption of

material, quality control, and other aspects of production. May perform any combination of the following duties: compile and record production data from customer orders, work tickets, product specifications, and individual worker production sheets following prescribed recording procedures and using different word processing techniques.

0-6 years of experience plus High School or GED required

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EXECUTIVE SECRETARY IV

Executive assistants provide administrative support for presidents, CEOs, chairpersons, and other company executives. Answer phones, file and manage paperwork, mail letters, and purchase office supplies, coordinate meetings, prepare reports and other confidential materials, arrange travel, manage expenses and train other support staff.

Two years administrative experience required plus Associate's Degree

EXECUTIVE SECRETARY V

The Executive Staff Assistant must: prepare final administrative products pertaining to audit, intelligence oversight, inspection, evaluation, administrative investigative, and sensitive issue reports; memoranda and letters; annual plans; annual progress reports, etc., produced by office employees. Have expertise using standard Microsoft Office software. Provide a supporting role in the management of financial and human resources, procurement, contract administration, property management, space management, security administration, reports management, data processing, and other similar activities. Two years administrative experience required plus Associate's Degree

RECEPTIONIST

This position greets visitors, determining nature of visits and directing visitors to appropriate persons. The Receptionist may also have other duties such as recording and transmitting messages; keeping records of calls placed; providing information to callers and visitors; making appointments; keeping a log of visitors; and issuing visitor passes.

0-6 years of experience plus High School Diploma or GED required.

PERSONNEL ASSISTANT

This position performs a variety of general personnel clerical tasks in such areas as employee records, benefits, education, training, employment/staffing, compensation, employee labor relations, and equal employment opportunity/affirmative action. The Personnel Assistant may conduct surveys and update manual and automated personnel records.

2-4 years experience plus Associate's Degree

SURVEY WORKER

This position interviews people to obtain information on topics such as public issues or consumer buying habits, contacts people at home business or by

telephone following specified sampling procedures, or approaches them at random on street. The Survey Worker asks questions relative to items on a form or questionnaire, records answers, assists persons in filling out forms, and may review, sort, classify and file forms according to specified procedures and criteria.

0-6 related experience plus High School or GED

SIN 736-2: CONSULTING SERVICES

IT OPERATIONS ANALYST

Performing application system production support, maintenance, and development under the direction of the Team Lead and/or their designee. Performing System Administration and Change Management functions in accordance with defined procedures. IT Operations analysts gather information by interviewing employees, reading reports and combing through computer databases.

Employers typically look for operations analyst applicants with master's degrees, though a bachelor's degree may be sufficient for some entry-level positions.

PROGRAM ANALYST

The Program Analyst applies systems analysis and design techniques to intermediate computer systems in areas such as manufacturing, finance management, engineering, accounting, or statistics, logistics planning, material management, etc. The Program Analyst will consult closely with managers, supervisors and/or users to define the goals of the system.

Bachelor's degree or equivalent and four years related experience

HELP DESK TECHNICIAN

Responsible for providing technical assistance and support related to computer systems, hardware, or software. Responds to queries, runs diagnostic programs, isolates problem, and determines and implements solution.

Bachelor's degree or equivalent and three years of related experience.

WEB SUPPORT TECHNICIAN

The Web Support Technician is responsible for developing websites utilizing various programs and scripts. The candidate is responsible for the designing, implementation, and testing of software components using a variety of tools.

Bachelor's degree or equivalent and three years related experience.

SIN 736-5: INTRODUCTION OF NEW LABOR CATEGORIES FOR TEMPORARY SERVICES

ACCOUNTING SUPPORT PROFESSIONAL

This position is responsible for maintaining both general ledgers and general ledgers in combination with subsidiary accounts as well as performing complex accounting clerical tasks including posting transactions to various ledgers, journals, and registers. Assists in preparing, adjusting and closing journal entries. Compiles and prepares specialized accounting reports for the finance department and researches accounting records to assist in the identification and resolution of problems or inadequacies of accounting information.

High School diploma or GED and three years of related experience.

PARALEGAL I

The duties of the Paralegal 1 include the summarization of legal documents, performing records and legal research, coordinating research, checking legal forms for accuracy, preparing reports and correspondence, drafting legal documents, preparing declarations, and preparing form complaints.

Associates degree or equivalent and one year of related experience.

PARALEGAL II

The responsibilities of the Paralegal 2 include all the duties of a Paralegal 1 as well the ability to interview witnesses and document what is learned, good writing and communication skills, and the ability to prioritize and work under a tight schedule.

Associates degree or equivalent and two years of related experience.

PARALEGAL III

The responsibilities of the Paralegal 3 include all the duties of a Paralegal 1 and 2 as well as the ability to operate a computer with basic software knowledge, in depth knowledge of legal terminology and principles and the ability to analyze legal documents for accuracy.

Bachelor's degree or equivalent and five years of related experience.

PARALEGAL IV

Provides support to attorneys. Under the direction of an attorney, resolves routine legal issues. Researches and analyzes law sources such as statutes, recorded judicial decisions, legal articles, treaties, constitutions, and legal codes to prepare legal documents, such as briefs, pleadings, appeals, wills, contracts, etc.

May require a bachelor's degree and at least 8 years of experience in the field or in a related area.

PERSONNEL ANALYST

Administers and maintains the classification plan; designs and implements recruitment and selection plans; prepares class specifications in compliance with relevant laws and guidelines and insures consistency within class series and job families; and reviews personnel requisitions to ensure compliance with the classification plan. Collects and analyzes data to determine important/essential

duties and position allocation criteria; and interviews employees and supervisors to elicit and/or clarify job information and organizational relationships.

Bachelor's Degree plus two years of related experience.

LIBRARIAN

The Librarian maintains library collections of books, serial publications, and documents, audiovisual and other materials and assists groups and individuals in locating and obtaining materials, furnishes information on library activities, facilities, rules and services, explains and assists in use of reference sources, such as card or book catalog, or book and periodical indexes to locate information.

Master's degree in library science or specialty area in that field

REAL ESTATE ASSISTANT

Like administrative assistants in other industries, real estate administrative assistants answer telephones and take messages; distribute incoming mail; operate scanners, facsimile machines and photocopiers; create documents, spreadsheets and presentations; schedule closing dates, and secure public information about a property.

Associate's Degree plus 2 years related experience

MARKET RESEARCH ANALYST

Market research analysts help their clients figure out who their consumers are, what those consumers want and how much they'll pay for what they want. Analysts reach these conclusions with traditional methodologies like focus groups and surveys, as well as newer technologies.

Bachelor's Degree

PROCUREMENT CLERK

Procurement clerks, also known as purchasing assistants or departmental buyers, take purchase requests from various departments within a company and get price quotes from suppliers. Additionally, their responsibilities include contacting suppliers to schedule deliveries or to discuss shortages or missed deliveries.

High school diploma or GED certificate, but some employers prefer candidates with a certificate or associate's degree in procurement or a related field

DESKTOP PUBLISHER

Check preliminary and final proofs for errors and make necessary corrections. Operate desktop publishing software and equipment to design, lay out, and produce camera-ready copy. View monitors for visual representation of work in progress and for instructions and feedback throughout process, making modifications as necessary.

Associate's Degree

FINANCIAL ANALYST

Compiles and analyzes financial information for an organization. Develops integrated revenue/expense analyses, projections, reports, and presentations. Creates and analyzes monthly, quarterly, and annual reports and ensures financial information has been recorded accurately. Identifies trends and developments in competitive environments and presents findings to senior management. Performs financial forecasting and reconciliation of internal accounts.

Requires a bachelor's degree and 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and preestablished guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor or manager.

RESEACHER

Market researchers co-ordinate and administer research projects on behalf of organizations such as businesses, government bodies and charities. They carry out surveys and collect and analyze data, allowing their clients to further understand their market and make informed decisions about future policies and initiatives.

High School or GED plus relevant experience

CAD ILLUSTRATOR

Design 3D models, assemblies and 2D drawings using 3D CAD software tools in order to support the design, simulation, manufacturability and testing of our products and processes. The following responsibilities are illustrative of the primary functions of this position and are not intended to be all-inclusive: Create 3D models, assemblies according to project specific inputs and requirements. Create manufacturing drawings of assemblies and models Interpreting 2D drawings and layouts for migration into a 3D environment. Communicate with team members regarding project scope, change requests and milestone completions.

Minimum of Associate's degree in Mechanical Engineering, Manufacturing Technologies, Computer Science or equivalent. AUTOCAD software certification, a plus. Knowledge/experience of other CAD programs a strong plus

COMPUTER-BASED TRAINING SPECIALIST/INSTRUCTOR (CBT) (P-Professional)

Develops and conducts computer training programs for employees of industrial, commercial, service, or government establishment. Confers with management to gain knowledge of work situation requiring computer training for employees. Formulates teaching outline and determines instructional methods. Conducts training sessions covering specified areas such on-the-job training, use of computers and software. Selects or develops teaching aids such as multimedia visual aids, computer tutorials, training handbooks, and demonstration models.

Bachelor's Degree plus 2 years of experience.

CONTRACT ADMINISTRATOR

The Contract Administrator will support and administer contracts and contract proposals. Basic knowledge of contract concepts and procedures. This includes responsibility for solicitation, negotiation, administration, close-out, and termination of purchase orders and contracts as well as resolving problems concerning the obligations of the parties involved.

Bachelor's degree or equivalent and one year of related experience.

CIVIL ENGINEERING TECHNICIAN

Apply theory and principles of civil engineering in planning, designing, and overseeing construction and maintenance of structures and facilities under the direction of engineering staff or physical scientists.

Bachelor's Degree plus 2 years of related experience

DRAFTER I

Prepares routine drafting projects, such as the preparation of various drawings of structures and equipment systems derived from layouts and sketches. Follows established technical specifications to prepare drawings and assists in design drafting. Consults with engineers regarding model accuracy, design, and drafting standards. Transforms initial rough product designs using computer aided design (CAD) into working documents. Typically reports to a supervisor or manager.

May require an associate's degree or its equivalent and 0-2 years of experience in the field or in a related area.

DRAFTER II

Prepares routine drafting projects, such as the preparation of various drawings of structures and equipment systems derived from layouts and sketches. Follows established technical specifications to prepare drawings and assists in design drafting. Consults with engineers regarding model accuracy, design, and drafting standards. Transforms initial rough product designs using computer aided design (CAD) into working documents. Typically reports to a supervisor or manager.

May require an associate's degree or its equivalent and 2-4 years of experience in the field or in a related area.

DRAFTER III

Prepares routine drafting projects, such as the preparation of various drawings of structures and equipment systems derived from layouts and sketches. Follows established technical specifications to prepare drawings and assists in design drafting. Consults with engineers regarding model accuracy, design, and drafting standards. Transforms initial rough product designs using computer aided design (CAD) into working documents. Reviews engineering drawing and designs to ensure adherence to established specifications and standards.

May require an associate's degree or its equivalent and at least 4 years of experience in the field or in a related area.

DRAFTER IV

Prepares routine drafting projects, such as the preparation of various drawings of structures and equipment systems derived from layouts and sketches. Follows established technical specifications to prepare drawings and assists in design drafting. Consults with engineers regarding model accuracy, design, and drafting standards. Transforms initial rough product designs using computer aided design (CAD) into working documents. Reviews engineering drawing and designs to ensure adherence to established specifications and standards.

May require an associate's degree in a related area and at least 4 years of experience in the field or in a related area.

ENGINEERING TECHNICIAN I

Engineering technicians solve technical problems in research and development, manufacturing, sales, construction, inspection, and maintenance by using science, engineering and mathematical principles. They mainly assist Engineers and Scientists. The work of engineering technicians is more application oriented and more limited in scope than that of engineers. Engineering technicians specialize in the following engineering disciplines: Aerospace; Agricultural; Biomedical; Chemical; Civil; Computer Hardware; Electrical and Electronics; Environmental; Industrial; Materials; Mechanical; Mining and Geological; Nuclear; and Petroleum.

Associate's Degree in engineering technology, although some employers will hire candidates who don't have formal training. Should have taken courses in college algebra, trigonometry and basic science. Other coursework depends on specialty. The Engineering Technician I should have 0-2 years experience in the field and works under the supervision of more experienced technicians, technologists, engineers or scientists.

ENGINEERING TECHNICIAN II

Engineering technicians solve technical problems in research and development, manufacturing, sales, construction, inspection, and maintenance by using science, engineering and mathematical principles. They mainly assist <u>engineers</u> and scientists. The work of engineering technicians is more application oriented and more limited in scope than that of engineers. Engineering technicians specialize in the following engineering disciplines: Aerospace; Agricultural; Biomedical; Chemical; Civil; Computer Hardware; <u>Electrical</u> and Electronics; Environmental; Industrial; Materials; <u>Mechanical</u>; Mining and Geological; Nuclear; and Petroleum. Associate's Degree in engineering technology, although some employers will hire candidates who don't have formal training. Should have taken courses in college algebra, trigonometry and basic science. Other coursework depends on specialty. The Engineering Technician II should have 2-3 years experience in the field and works under the supervision of more experienced technicians, technologists, engineers or scientists.

ENGINEERING TECHNICIAN III

Engineering technicians solve technical problems in research and development, manufacturing, sales, construction, inspection, and maintenance by using science, engineering and mathematical principles. They mainly assist Engineers and Scientists. The work of engineering technicians is more application oriented and more limited in scope than that of engineers. Engineering technicians specialize in the following engineering disciplines: Aerospace; Agricultural; Biomedical; Chemical; Civil; Computer Hardware; Electrical and Electronics; Environmental; Industrial; Materials; Mechanical; Mining and Geological; Nuclear; and Petroleum. Associate's Degree in engineering technology, although some employers will hire candidates who don't have formal training. Should have taken courses in college algebra, trigonometry and basic science. Other coursework depends on specialty. The Engineering Technician III should have 3-5 years experience in the field and works under the supervision of more experienced technicians, technologists, engineers or scientists.

ENGINEERING TECHNICIAN IV

Engineering technicians solve technical problems in research and development, manufacturing, sales, construction, inspection, and maintenance by using science, engineering and mathematical principles.. The work of engineering technicians is more application oriented and more limited in scope than that of engineers. Engineering technicians specialize in the following engineering disciplines: Aerospace; Agricultural; Biomedical; Chemical; Civil; Computer Hardware; Electrical and Electronics; Environmental; Industrial; Materials; Mechanical; Mining and Geological; Nuclear; and Petroleum.

Associate's Degree in engineering technology, although some employers will hire candidates who don't have formal training. Should have taken courses in college algebra, trigonometry and basic science. Other coursework depends on specialty. The Engineering Technician IV is given more difficult assignments than his/her Junior counterparts and performs his/her responsibilities with limited supervision.

ENVIRONMENTAL TECHNICIAN

An environmental technician, working under the direction of an <u>environmental scientist</u>, monitors the environment and investigates sources of pollution by performing laboratory and field tests. An environmental technician must have good organizational, analytical thinking, communication and interpersonal skills. One must be well-versed in using computers, particularly in computer modeling. The environmental technician's tasks might include: collecting samples of gases, soils, water, industrial wastewater, and asbestos products to conduct tests on pollutant levels and identify sources of pollution; recording test data and preparing reports, summaries, and charts that interpret test results; An Environmental Technician generally works under the direct supervision of an environmental scientist or more senior technician.

One usually needs only an Associate's Degree or a Certificate in Applied Science or science-related technology to work in this field, but some jobs require a Bachelor's Degree in Chemistry or Biology.

GRAPHIC ARTIST (DESIGNER)

The Graphic Artist designs art and copy layouts for material to be presented by visual communications media such as books, magazines, newspapers, television, and packaging. Studies illustrations and photographs to plan presentation of material, product, or service. Determines size and arrangement of illustrative material and copy, selects style and size of type, and arranges layout based upon available space, knowledge of layout principles, and esthetic design concepts. Draws sample of finished layout and presents sample to Art Director for approval. He/she prepares notes and instructions for workers who assemble and prepare final layouts for printing.

Bachelor's Degree and 2 years related experience

INSTRUCTIOR

Lesson planning, teaching, and assessing students and classroom management. Find out about the requirements. Monitoring of student activities, maintenance of a suitable learning environment and learning experiences, preparation of appropriate materials, and providing a safe and healthy environment. Assists in the planning and implementation of an educational program for children and performs a variety of general clerical duties.

Requires a Bachelor's degree and 2 years related experience.

TECHNICAL WRITER I

Writes, edits and reviews complicated subject matter in the form of manuals, brochures, articles, reports, etc. Provides technical documentation for internal or external software or networking products and services. Responsible for planning, organizing, writing, and editing operational, maintenance or test procedure manuals. May research engineering schematics, technical design specifications, interface design, design diagrams and test specifications with design engineers. Helps coordinate the layout and manual organization. Acquires and organizes basic source material, including applicable specifications, engineering write-ups, and drawing packages.

Requires a Bachelor's Degree and 0-3 years of relevant experience.

CONSTRUCTION REPRESENTATIVE

Construction managers are often the lynch pin of construction projects. They are responsible for construction sites 24 hours a day. Common duties of construction managers include planning, directing, and coordinating activity on construction sites, overseeing project design, hiring and supervising workers, choosing contractors, and monitoring supplies. They are also responsible for preparing budgets and estimates, reporting progress to clients, and complying with legal requirements. Construction mangers do not typically do any of the actual construction.

Required a Bachelor's Degree and 2 years related experience

QA/QC INSPECTOR

Plans and directs activities concerned with development, application, and maintenance of quality standards for industrial processes, materials, and products: Develops and initiates standards and methods for inspection, testing, and evaluation, utilizing knowledge in fields such as environmental, chemical, electrical, or mechanical engineering. Devises sampling procedures and designs and develops forms and instructions for recording, evaluating, and reporting quality and reliability data. Establishes programs to evaluate precision and accuracy of production equipment and testing, measurement, and analytical equipment and facilities. Develops and implements methods and procedures for disposition of discrepant material and devises methods to assess cost and responsibility Required a Bachelor's Degree and 2 years of related experience.

PRICE LIST

736-1 Administrative Support and Clerical Occupations	PRICE OFFERED TO GSA
Secretary V (Legal)	\$33.87
Customer Service Representative	\$25.07
Data Entry Clerk	\$24.29
Administrative Clerk	\$39.48
Accounting Clerk IV	\$30.74
Key Entry Operator	\$24.29
Production Control Clerk	\$24.23
Executive Secretary IV	\$30.76
Executive Secretary V	\$36.94
Switchboard	\$25.50
Operator/Receptionist	
Personnel Assistant	\$27.92
Survey Worker	\$30.74
736-2 Automatic Data	
Processing Occupations	
IT Operations Analyst	\$27.89
Program Analyst	\$41.58
Help Desk Technician	\$42.33
Web Support Technician	\$42.33
	PRICED
736-5 Technical / Professional	OFFERED
Occupations	TO GSA
Accounting Support Professional	\$21.81
Paralegal/Legal Assistant I	\$24.68
Paralegal/Legal Assistant II	\$28.63

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Paralegal/Legal Assistant III	\$33.57
Paralegal/Legal Assistant IV	\$36.53
Personnel Analyst	\$19.74
Real Estate Assistant	\$17.95
Audit Support	\$18.76
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Contract Specialist/Administrator	\$25.67
Desktop Publisher	\$18.76
Financial Analyst	\$23.69
Librarian	\$29.62
Market-Research Analyst	\$25.67
Procurement Clerk	\$27.64
Researcher	\$23.69
CAD Illustrator	\$27.64
Computer Based Training (CBT)	\$44.43
Specialist/Instructor	\$24.68
Civil Engineering Technician	\$36.53
Drafter I	\$22.71
Drafter II	\$26.65
Drafter III	\$31.59
Drafter IV	\$38.50
Engineering Technician I	\$23.69
Engineering Technician II	\$23.69
Engineering Technician III	\$28.63
Engineering Technician IV	\$32.58
Environmental Technician	\$27.64
Graphic Artist (Designer)	\$24.68

Instructor	\$21.81
Technical Writer	\$24.68
Construction Representative	\$25.67
QA/QC Inspector	\$24.68